Year-End Payroll Checklist

Yes, you can have an easy and hassle-free year-end! Use this checklist to keep track of your tasks.

October/November

- ☐ Start verifying your company information, including tax IDs, W-2 employee address and email address
- ☐ Start verifying employee and contractor information
- ☐ Prepare your payroll processing for Veterans Day impacts
- ☐ Prepare your payroll processing for Thanksgiving impacts
- ☐ Start making sure employee totals are correct

- ☐ Start verifying earnings and deductions
- ☐ Review the U.S. Department of Labor's Final Overtime Rule
- ☐ Review third party sick pay, if applicable
- ☐ Report fringe benefits, if applicable
- ☐ Find out if you're in a FUTA credit reduction state
- ☐ Prepare your household payrolls
- ☐ Process bonus payrolls, if needed

December

Before your last payroll of the year

- ☐ Finish verifying employee and contractor information
- ☐ Finish making sure employee totals are correct
- ☐ Verify earnings and deductions
- ☐ Finish verifying that all exempt employees meet the Final Overtime Rule requirements
- ☐ Review third party sick pay information, if applicable
- ☐ Process your final payroll adjustments, such as manual checks and voided checks
- ☐ Report fringe benefits, if applicable
- ☐ Prepare your payroll processing for Christmas and New Year's Day impacts

Before December 31, 2019

- ☐ Gather data to meet 2019 ACA reporting deadlines, if applicable
- ☐ Finish verifying company information, including tax IDs, W-2 employee address and email address
- ☐ Start preparing to provide Earned Income Tax Credit (EITC) notifications to your employees, if applicable
- ☐ Process bonus payrolls
- ☐ Run your last payroll for the year
- ☐ Review your tax forms
- ☐ Stop retirement plan catch-up contributions, if applicable

January/February

Before your first payroll of 2020

- ☐ Order your 1099 paper stock, if applicable
- ☐ Update employee deductions
- ☐ Stop retirement plan catch-up contributions, if applicable
- ☐ Review the ACA, if applicable
- ☐ Review 2020 state minimum wage changes
- ☐ Review 2020 state unemployment insurance changes
- ☐ Obtain your state's new W-4 form, if applicable
- ☐ Review W-2s/1099s online before January 9, 2020

Mid-January

- ☐ Prepare your payroll processing for Martin Luther King, Jr. Day impacts

End of January

- ☐ You file your 1099s
- ☐ Tell employees/contractors to download their W-2s/1099s, if applicable

January 31, 2020

- ☐ Distribute W-2s/1099s to employees/contractors
- ☐ Provide Earned Income Tax Credit (EITC) notifications to employees, if applicable

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